

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

STATE MINE INSPECTOR

POSITION CODE: 42230
Effective: 06/01/2006

DISTINGUISHING FEATURES OF WORK:

Subject to administrative direction, performs technical inspection and safety control duties by personal examination of mines; enforces strict compliance with the Coal Mining Act; exercises independent judgment in establishing and enforcing necessary changes in mining operations to provide helpful and safe conditions for persons employed in or around mines; performs research to establish better and safer mining methods; serves in an on call capacity, 24 hours a day, 7 days a week to respond to mine emergencies.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Inspects entire mine for hazardous conditions to which workers are or might be subjected; takes samples of underground air and dust for laboratory analysis; inspects and enforces safety regulations of all surface installations; enforces all measures as defined in the Coal Mining Act.
2. Makes investigations to determine the nature and cause of fatal and non-fatal accidents, issues subpoenas, administers oaths, cross-examines witnesses to produce all facts pertinent to the accident at the request hearing; obtains certified copies of all sworn statements and the findings of the jury, compiles complete reports and forwards to State Mining Board.
3. In cases of significant hazards/and failure to comply with Coal Mining Act, stops the operation of a mine until compliance with the law is secured.
4. Maintains accurate records, maps and blueprints of mines; posts results and recommendations of each inspection at entrance; makes written report of each inspection to Mining Board.
5. Conducts research projects pertaining to mine safety; compiles statistics, prepares report of findings; makes recommendations to company officials and State Mining Board.
6. Represents the director of the Office of Mines and Minerals within the Department of Natural Resources in consultation with mine officials as to the engineering aspects of underground extensions and developments; checks mine maps to ensure up-to-date completeness; reads and interprets blueprints.
7. Conducts courses of instruction for mine supervisors on mining and safety practices; develops and establishes rules, procedures and methods to be followed by mine supervisors and miners to ensure safe escape from mine in case of emergency.
8. Reviews and evaluates daily activity records maintained by mine examiners, shot fires, engineers, top man and mine managers for accuracy, completeness and for overall conformance to department rules and regulations.

STATE MINE INSPECTOR (Continued)

9. In case of emergency, directs all mining, rescue and recovering operations until relieved by properly delegated authority in case of emergency.
10. Appears before local groups and mining institutes to present papers on mining operations and mine safety.
11. Prepares monthly and annual specific reports of district activities.
12. Directs and supervises the activities of county mine inspectors.
13. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school.

Requires that applicant must be at least 30 years of age.

Requires ten years of mining experience in underground mine, of which at least two years shall have been in the State of Illinois.

Requires valid Illinois certificate as a State Mine Inspector.

Requires valid Illinois certificate as a Mine Manager.

Requires Illinois Citizenship.

Knowledges, Skills and Abilities

Requires thorough knowledge of the Coal Mining Act, mining operations, occupational hazards involved in necessary safety and precautionary measures to effect safe working conditions.

Requires thorough knowledge of mine ventilation, mine gases and their nature and properties and mine rescue and recovery methods and appliances.

Requires thorough knowledge of the geology of coal, stone, clay, or fluorspar as they pertain to Illinois.

Requires ability to establish and maintain effective public relations with mine employees, mine operators and the general public.

Requires ability to make rapid and accurate decisions in case of emergencies.

Requires ability to develop confidence of miners and co-workers.

Requires ability to prepare routine and special reports.

Requires ability to operate and service all mine inspection and mine rescue equipment and appliances.

Requires ability to perform arduous physical labor.

Requires ability to wear mine rescue equipment in contaminated atmosphere for long periods in emergency situations.

Requires ability to make independent determinations in establishing special rulings governing the operation of a mine and to enforce all such rulings and compliance with the Illinois Coal Mining Act.

Requires possession of a valid Illinois driver's license.